**Teaching assistant job description and person specification**

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| |  | | --- | | St Mary’s Priory Infant and Junior School **Teaching assistant job description** |  Employment details | |
| Job title: | Teaching assistant |
| Department: | Infant and Junior Schools |
| Reports to (job title): | The headteacher and the special educational needs coordinator (SENCO) |
| Type of position: | Part-time |
| Hours of work: | 20h |
| Level and scale point: | Spine 7 (£22,377 FTE) according NJC pay spine April2019 |
| Job purpose:   * Support the teacher in the classroom and in preparation for lessons. * Support children in their educational and social development. * Provide extra support for pupils with special educational needs or disabilities. * Provide extra support for pupils with English as an additional language. | |
| Main duties/responsibilities | |
| Support children with mathematics, reading and writing on an individual, class or small group basis. | |
| Support children with Special Educational Needs (one to one and within small groups) | |
| Help children who need extra support to complete tasks. | |
| Give extra support to children with special educational needs, disabilities or English as an additional language. | |
| Help the teacher to develop learning programmes and activities, and adapt appropriate materials. | |
| Assist the teacher with marking and correcting work, and other administrative tasks. | |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order. | |
| Listen to children read, read to them and tell them stories. | |
| Support the teacher in managing class behaviour. | |
| Supervise group activities. | |
| Look after children who are upset or have had accidents. | |
| Take part in training, meetings and reviews. | |
| Create displays from pupils’ work. | |

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| Develop knowledge of the learning support needs of individual pupils. |
| For the pupils you are supporting: |
| * Aid their learning as effectively as possible. |
| * Clarify and explain instructions. |
| * Ensure they are able to use any equipment and materials provided. |
| * Assist them in weaker areas such as language, behaviour and social skills. |
| * Help them to concentrate on and finish work set for them. |
| * Meet physical needs as required while encouraging independence. |
| * Assist with the development and implementation of EHC plans. |
| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. |
| Support the use of IT and computing in learning activities and develop pupils’ competence and independence in its use. |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum. |
| Help out with school events, trips and activities. |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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| **(Insert name of school/academy)**  **Teaching assistant person specification** |

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications and experience | * Previous experience working with children. * Education to secondary school level at least. * Knowledge and understanding of child development and children’s and families’ needs. | * Previous experience working in a school setting. * Relevant qualification with regard to working with children, such as NVQ 3. | A, I, D |
| Organisation | * Ability to plan and organise. * Ability to recognise and identify problems. * Ability to record and pass on information accurately. | * Ability to cope with many roles/ responsibilities. * Understanding of the importance of parental involvement. | A, I, R |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential. | * First aid, music, arts and crafts, computing. * Any extra interests related to childcare. | A, I |
| Disposition and attitudes | * Ability to build relationships and to lead and work as part of a team. * A friendly, helpful, caring and flexible approach. * Open-mindedness and patience. * A commitment to equal opportunities. * Ability to maintain confidentiality in all school matters. | * High levels of self-confidence. * Ability to relate well to other professionals. | I, R |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post. * Willingness and ability to attend appropriate meetings and training. * Reasonable personal presentation. * Excellent punctuality. | * Flexible approach. | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview